MINUTES

UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES

September 10, 2003

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SECTION I - GENERAL AND ACADEMIC MATTERS

The University of Southern Indiana Board of Trustees met in regular session on Wednesday, September 10, 2003, in Carter Hall in the University Center. Present were Chair J. David Huber and Trustees Bruce H. Baker, Louise S. Bruce, G. Patrick Hoehn, Tina M. Kern-Raibley, Harolyn G. Torain, Samuel J. Tucker, and James L. Will, Sr. Also in attendance were President H. Ray Hoops; Provost and Vice President for Academic Affairs Linda L. M. Bennett; Vice President for Governmental Relations Cynthia S. Brinker; Vice President for Student Affairs Robert W. Parrent; Vice President for Business Affairs and Treasurer Robert W. Ruble; Vice President for Advancement Sherrianne M. Standley; Faculty Senate Chair Christy Baker; and Student Government Association President Troy Nethery.

Chair Huber asked those in attendance to observe a moment of silence for Indiana Governor Frank O'Bannon, who was hospitalized and in serious condition.

There being a quorum present, the meeting was called to order at 1:10 p.m.

A. APPROVAL OF MINUTES OF JULY 7, 2003, MEETING

On a motion by Mrs. Kern-Raibley, seconded by Mr. Baker, the minutes of the July 7, 2003, meeting of the Board of Trustees <u>were approved</u>.

B. ESTABLISHMENT OF NEXT MEETING DATE, TIME, LOCATION

Vice President Standley reported that the next regular meeting of the Board of Trustees was scheduled for Monday, November 10, 2003.

C. REPORT OF THE LONG-RANGE PLANNING COMMITTEE

Mr. Baker reported that the Long-Range Planning Committee met prior to the Board of Trustees meeting and heard a report from Dean Cain of the Pott School of Science and Engineering.

D. PRESIDENT'S REPORT

President Hoops welcomed Sam Tucker as the newest trustee and noted that Sam is a highly respected student leader in and out of the classroom. Sam, an Evansville resident and a graduate of Reitz High School, is a Presidential Scholar and consistent dean's list student. Dr. Hoops reported that Sam carries a double major in chemistry and business. He is vice president of Student Government Association, plays on the tennis team, and is active in several student organizations.

Dr. Hoops reported that much of the summer and the last two weeks have been dedicated to new student orientation and welcoming both new and returning students to campus. He thanked the staff for its efforts in getting students off to a good start to the academic year. He noted that although faculty and staff across the University have collaborated on this effort, much of the direction has come from Vice President Rob Parrent and his student affairs division. He called on Dr. Parrent for an overview of activities and a report on enrollment.

Vice President Parrent reported on the success of programs for student orientation, Welcome Week, residence hall move-in, the University's first cultural diversity welcome reception, and the first annual Convocation. He

thanked faculty, staff, and trustees who assisted with all programs and noted that the programs received positive response from both parents and students. He shared the new USI Creed and the University's continued commitment to cultural and ethnic diversity.

Dr. Parrent reported that Fall enrollment can be described in both quality and quantity. He described a freshman class, the largest in the University's history, whose members include an excellent group of President Scholars, three National Merit Finalists, three Lilly Foundation Scholars, and 55 valedictorians.

He reported that the 2003-2004 student population in the most diverse in USI's history. Minority and international students represent 6.2 percent of the total population. Students come from all 92 counties in Indiana, from 36 other states, and from 39 other countries. Overall enrollment for fall increased 2.3 percent (2,224 students), freshman enrollment increased 2.3 percent (2,079 students), and the number of full-time students increased 3.6 percent. Vice President Parrent compared the percentage of full-time students in 2003 (74.8 percent) to the percentage of full-time students in 1993 (57 percent). He reported a record-high increase in credit hours in both undergraduate and graduate courses and an enrollment of 200 students in the first year of the engineering program.

Dr. Parrent described Project e-AGLE (electronic advice for a great learning experience), a program that will connect the University with freshmen students and their parents via email. Each email will address a topic such as Developing Strong Study Skills, Time Management, Getting Involved in Campus Activities, and Living With Your Roommate. A product of GoalQuest, a strategic enrollment management company, the program also will provide real-time intelligence reports on student engagement. Vice President Parrent noted that the project will positively affect retention at USI and increase good will among students and parents. He expressed appreciation for the collaborative effort of Student Affairs, Academic Affairs, Advancement, Business Affairs, and the USI Foundation in making the GoalQuest product possible, and specifically thanked Associate Vice President for Student Affairs John Deem and Assistant Vice President for Academic Affairs Charles Harrington for their leadership in the project.

President Hoops reported that that there are 49 ROTC students for fall semester, including two active cadets who have returned from deployment in the Middle East in time for start of classes.

He noted that the Southern Indiana Japanese School continues its growth, and for fall semester, there are nine teachers and 51 students, representing 31 Japanese families who have located in the Tri-State area.

The president reported that faculty and staff were welcomed in opening meetings the last week of August. For the first time this year, the annual support staff recognition event was combined with the support staff luncheon. More than 200 employees attended the event where 37 support staff employees and two retirees were recognized for their service to USI. He was pleased to report that Trustees David Huber, Bruce Baker, and Louise Bruce joined the staff in honoring these employees. He told the Board that 61 new or promoted employees were introduced at the support staff meeting, after which employees had an opportunity to tour the new Science and Education Center.

President Hoops called on Provost and Vice President for Academic Affairs Linda Bennett for a report on the fall faculty and administrative staff meetings. Provost Bennett reported that more than 30 new faculty members were introduced to the University community at the fall meeting on August 25. A keynote address titled "The Academy: Our Role in Creating a Global Society" was given by Dean Melvin Stith, dean of the College of Business at Florida State University. Dean Stith, who serves as a consultant to private companies and public agencies, later talked with several groups about how to encourage diversity in public and private sectors and about recruitment strategies for hiring a diverse workforce.

Dr. Bennett introduced Assistant Professor of Social Work Michelle Alvarez, who presented "An Outreach Partnership: USI Social Work Department and Extended Services Division." According to Professor Alvarez, Extended Services and the Social Work Department have formed a highly successful partnership in reaching out to social workers in need of continuing education. The two USI departments have worked together since 1999 and offer various workshops and conferences, including on-line options for learning. Professor Alvarez noted that additional partners in the process are local social work professionals, who teach along with USI faculty.

Ms. Alvarez reported that USI, in cooperation with the Indiana Department of Education and the Indiana School Social Work Association, offers education for school social workers across the state of Indiana. The annual School Social Work Institute features nationally-known experts who excel in the field of social work and related fields, and fulfills the continuing education requirement for social workers to maintain licensure with the state of Indiana.

She reported that the School Social Work Institute and other continuing education offerings have placed USI at the cutting edge of school social work education within the state, region, and nation. Professor Alvarez expressed her appreciation for the partnership that combines the school's teaching expertise with the experience in advertising, planning, and implementation provided by Extended Services.

President Hoops reported that Extended Services also partnered with the Evansville Vanderburgh School Corporation in hosting the School-Community Collaboration Conference this past summer. Nearly 150 people attended the event, which was partially funded by the Welborn Foundation.

The president was pleased to report that the USI Children's Center was recently selected the outstanding children's center in the area, and was awarded a \$2,500 Young Explorer Computer from IBM. The selection process was facilitated by the United Way of Southwest Indiana.

Dr. Hoops called on Director of Athletics Jon Mark Hall to report on the achievements and goals of the department. Mr. Hall reported that USI student athletes had a cumulative GPA of 3.03 in 2003 and that 56 percent of student athletes have GPAs over 3.0.

He announced that volleyball team member Shannon Wells was named the top female student athlete in the Great Lakes Valley Conference and was awarded the prestigious Paragon Award. Other accomplishments of 2003 include one GLVC championship in women's volleyball and six other NCAA post-season tournament appearances. Mr. Hall reported that USI placed fourth in the GLVC All-Sports Trophy race. He was pleased to announce that the late Dr. Charles Bertram, former NCAA Faculty Athletics Representative and compliance officer, and Stan Gouard, USI graduate and former men's basketball player, were named to the GLVC Hall of Fame.

Mr. Hall announced that the conference is exploring the possibility of expansion. Three institutions interested in membership in the GLVC are Drury University in Springfield, MO, Rockhurst University in Kansas City, MO, and the University of Missouri-Rolla in Rolla, MO. In other conference news, he reported that agendas for fall meetings of the Conference will include discussion of compliance issues with Kentucky Wesleyan College and Lewis University. He also reported that the Presidents' Council voted to implement additional compliance and eligibility requirements for one-year transfers effective in fall 2004.

He reported that the University has requested the NCAA to conduct an institutional compliance Blueprint Review in fall 2004. This voluntary review will assist the University in analyzing how it organizes, communicates, documents, and evaluates its rule/compliance efforts. An internal compliance review committee has been formed to prepare for the Blueprint Review.

Mr. Hall was happy to report that the first All-Sports Banquet, sponsored by Integra Bank, was held in 2003. Two Student Athletes of the Year were named -- Shannon Welles of women's volleyball and Duncan Bray of men's soccer.

He noted that a change in team transportation will take place this year. On trips of more than 300 miles, teams will travel by bus instead of 15-passenger vans as in the past. He was pleased to report that the safety of the University's student athletes will improve thanks to this change in transportation.

Mr. Hall closed his report by remarking on the exhibition soccer game versus the University of Evansville that was held this fall. He noted that the game drew a large crowd and expressed the hope for more athletic competition between the two institutions in future.

President Hoops asked Troy Nethery, President of the Student Government Association, to give a report. Mr. Nethery reported that SGA completed its process of recommendation for the student trustee position, and congratulated Mr. Tucker on his appointment. He reported that Welcome Week included a successful welcome dinner attended by 400 new students. He noted that SGA is beginning to promote the Red Zone and

its other initiatives to support USI athletics. Mr. Nethery reported that he looks forward to a successful year for SGA.

President Hoops reported that Volunteer USI recognized its volunteers in August, naming Patrick Goen as Volunteer of the Year. One of the athletics department's most involved volunteers, Mr. Goen was highly deserving of the recognition. Dr. Hoops noted that since the formation of Volunteer USI in 1996, over 3,000 volunteers have given 558,261 hours, which calculated at the national volunteer wage, totals more than \$9.2 million.

He called on Vice President Standley for a report on the USI Foundation. Mrs. Standley began with a report on Campaign USI and reported that, according the standards set by the National Council for Advancement and Support of Education, universities should officially close out their capital campaigns seven years after inception. She was happy to report that when the USI Foundation filed its final report with CASE, only 1.6 percent of the pledges in Campaign USI were uncollectible, a result of the committed work of alumni and friends who worked on the campaign.

Vice President Standley reported that the Foundation completed its second most successful fund-raising year in 2002-2003, raising \$9.1 million. She noted that the total number of donors was over 5,200 and that friends of USI comprise 47 percent of our donors, followed by alumni at 39 percent, and businesses and corporations at 13 percent. She noted that the USI/New Harmony Foundation raised over \$58,000 this year, continuing its successful fund-raising of recent years. She remarked that the Lilly Endowment Challenge obviously helped encourage greater giving on the part of Foundation donors.

She announced that one of the major goals of the Foundation is to significantly grow the Annual Fund – unrestricted gifts that will provide the Foundation's annual operating budget and will give the Foundation the flexibility to fund the University's most pressing needs. This year's Annual Fund raised \$365,496. The original goal for this year (set in 1999) was \$295,000. That goal was revised in 2001 to \$325,000 with a stretch goal of \$353,000. She remarked that exceeding even the stretch goal over an aggressive revised goal is quite an accomplishment for the volunteers who have achieved this outstanding goal. She concluded her report by remarking that \$1.9 million of the total raised in 2003 was from deferred gifts from six donors' estates and that over \$1 million in "in-kind" gifts were among the gifts.

President Hoops called attention to a copy of the revised University Bulletin in each trustee's meeting materials. He asked the trustees to note the mission statement on page one, which guides the University's institutional goals. In the next two academic years, the University will be engaged in an institution-wide self-study in preparation for an accreditation visit in 2006 from the Higher Learning Commission of the North Central Association of Colleges and Schools. Dr. Hoops noted that the mission statement and the planning process to meet our mission are an integral part of the self-study, and reminded the board of the importance of the mission statement. He also noted that included in the meeting packets was the annual report from the Library staff.

President Hoops ended his report with an announcement that the University will officially dedicate the new Education Center and Torrington Wing, Science Center on Sunday, October 12, with a ceremony at 1 p.m. and a public open house from 1-3 p.m.

SECTION II – FINANCIAL MATTERS

A. PRESENTATION OF SCHEMATIC DESIGN FOR THE NEW DAVID L. RICE LIBRARY

Representatives from Edmund L. Hafer and Associates and Woollen, Molzan and Partners, Inc. presented the schematic phase floor plans, elevations, and cost estimates for the new David L. Rice Library. In attendance were David Wills of Edmund L. Hafer and Associates and Kevin Hughes and Derek Guffey of Woollen, Molzan and Partners, Inc.

Mr. Wills summarized the project as a new building located west of University Boulevard, south of the current David L. Rice Library, and centered on a proposed University Quadrangle to be developed in a future project. The building will consist of a lower level with space available for the development of 19 classrooms. The library will occupy floors one through four and the building will be topped with a mechanical penthouse. The five occupied floors of the building will provide 143,110 gross square feet of floor space. Mr. Wills thanked the members of the Planning Team who provided input to the project's development.

Mr. Wills introduced Kevin Hughes, who discussed the variety of spaces planned in the new library. The first floor consists of a large semi-circular vestibule and entry, facing west and flanked on both sides by student commons. Each floor of the library is arranged in a similar, logical plan, with the central core of the building containing elevators, restrooms, and custodial spaces. The second, third, and fourth floors are programmed as library space. These floors will be primarily open with stack space, lounge and table seating, and group study rooms. The main reading room is a two-story space located on the second floor and centered over the entry to provide views of the future quadrangle. The fourth floor features a circular, one and one-half story reading room with views of the campus. The University Archives and a study area are located in a secure portion of the third floor. All portions of the building will be accessible per the requirements of the American with Disabilities Act and applicable codes.

Mr. Hughes described the building as a place where students will have a variety of opportunities to study and learn and as a building that will meet University needs well into the future. Following the presentation, the architects invited the trustees to view a scale model of the building.

B. REPORT OF THE FINANCE/AUDIT COMMITTEE

The Finance/Audit Committee met prior to the Board of Trustees meeting on September 10, 2003. Chair Pat Hoehn reported that the committee heard a report on a proposed new administrative software system. He noted that other items on the committee's agenda appear as recommendations to the Board in Items C and D.

C. APPROVAL OF RECOMMENDATION FOR 2004-2005 HOUSING RATES

Mr. Huber called on Vice President Ruble, who reviewed the proposed housing rates for 2004-2005. Dr. Ruble noted that housing facilities at the University of Southern Indiana are highly regarded by current and potential students and reported that a revenue structure is required to maintain the high standard of student housing set by the University. He reviewed the recommended housing rates, which represent an increase of four percent plus \$75 per student in 2004-2005. He further recommended a plan whereby housing rates would increase by a percentage increase plus \$75 per student for each of the next four years in order to increase revenue for maintenance and repairs. He reported that the approval of the recommended Housing Rates for 2004-2005 was recommended by the Finance/Audit Committee.

On a motion by Mr. Will, seconded by Mr. Hoehn, the following housing rates for 2004-2005, effective beginning fall 2004, were approved.

FALL OR SPRING SEME	<u>STER</u>	CURRENT RATE	PROPOSED RATE
McDONALD or O'DAM	NEL APARTMENT		
Two Bedroom:	Two students per bedroom	\$1,370	\$1,500
	One student per bedroom	2,540	2,720
One Bedroom:	Two students	1,680	1,820
	One student	3,220	3,425
GOVERNORS, NEW	MAN, O'BANNON, or RUSTON	HALL	
Two Bedroom:	Two students per bedroom	\$1,370	\$1,500
One Bedroom:	Two students	1,370	1,500
GOLDEN TOWER APARTMENT			
Two Bedroom:	Two students per bedroom	\$1,370	\$1,500
	Three students	1,760	1,905
	One student per bedroom	2,540	2,720
	Family	3,740	3,965
One Bedroom:	Two Students	1,680	1,820
	One Student	3,220	3,425
	Family	3,220	3,425

SUMMER SESSIONS

Summer session rates are indexed to semester rates. The rate for each five-week summer session is one-third of the academic year semester rate.

D. APPROVAL OF RECOMMENDATION FOR 2004-2005 MEAL PLAN RATES

Mr. Huber called on Vice President Ruble, who reviewed the recommended 2004-2005 meal plan rates effective beginning fall 2004. He reported that students who live in the Residence Halls (Governors Hall, Newman Hall, O'Bannon Hall, and Ruston Hall) are required to purchase a Resident Meal Plan. Three plans are available from which students can choose. The proposed rates allow for normal increases in food and labor costs.

Mr. Huber reported that approval of the following 2004-2005 meal plan rates <u>was recommended</u> by the Finance/Audit Committee.

On a motion by Mrs. Kern-Raibley, seconded by Mr. Baker, the following meal plan rates were approved.

FALL OR SPRING SEMESTER

PLAN	CURRENT RATE	PROPOSED RATE
Red Eagle Plan	\$1,530	\$1,576
White Eagle Plan	1,390	1,440
Blue Eagle Plan	1,200	1,240

SUMMER SESSIONS

Meal plans are not offered during summer sessions.

E. REPORT OF THE CONSTRUCTION COMMITTEE

Mr. Hoehn reported that the Construction Committee met prior to the Board of Trustees meeting on September 10, 2003. The committee reviewed the bids received for the construction of the lake in the Ruston Hall project, approved the staff recommendation for the low base bid from Accurate Underground Utilities, and requested that the staff negotiate the unit prices for the hauling of unsuitable and fill dirt.

Mr. Hoehn also reported that the committee reviewed options for construction management of the library project and agreed with a staff recommendation to proceed with the library project using traditional construction administration methods and without an outside construction management firm.

He noted that another item on the committee's agenda appears as a recommendation to the Board in Item F.

F. APPROVAL OF AUTHORIZING RESOLUTION FOR PARKING GARAGE PROJECT

Mr. Huber called on Vice President Ruble, who reviewed the plans to construct a parking facility and the authorizing resolution to allow the University to proceed with the project. He reported that the construction of the proposed library will eliminate the University Center Parking Lot located south of the existing David L. Rice Library. The University Center Lot is vital to serving University visitors and guests who attend functions in the University Center and elsewhere on campus. The construction of a parking garage near the University Center will provide parking spaces to replace those lost in the University Center Parking Lot. Exhibit II-A includes a project summary and maps of the site plan for the facility. It is anticipated that the garage will provide parking for approximately 200 vehicles. Improvements to the University Center refuse collection system and the installation of an emergency generator for the University Center will be incorporated into the planning for the parking garage. Space will be provided on the ground level of the parking facility to relocate the University's Security Office. The current security office space will be removed in the construction of the parking garage. The estimated project cost is \$4 million.

To proceed with the planning and the requests for approval for the construction of this project, several steps must be taken between regular meetings of the Board of Trustees. Vice President Ruble reported that approval of the following resolution authorizing action on behalf of the Board of Trustees <u>was recommended</u> by the joint Finance/Audit and Construction Committees.

On a motion by Mrs. Kern-Raibley, seconded by Mr. Hoehn, the following resolution was approved.

- WHEREAS, the University of Southern Indiana Board of Trustees wishes to proceed with the planning and construction of a parking garage as submitted in the 2003-2005 Capital Improvement Budget Request and authorized by the 2003 Indiana General Assembly; and
- WHEREAS, the project, not eligible for fee replacement, received bonding authorization in the amount of \$3 million from the General Assembly; and
- WHEREAS, the University will provide \$1 million from parking system revenue, parking system reserves, and other reserves to address the additional costs of changes, including the relocation of the Security Office, not included in the University's original request; and
- WHEREAS, approvals may be required between the regular meetings of the Board of Trustees;
- NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes the Construction Committee to select an architect and approve the architectural contracts, design plans, cost estimates, and construction schedule; to review the construction bids; to award contracts or reject any or all construction bids for the project; and to report on the progress of the project to the Board of Trustees; and
- FURTHER RESOLVED that the Treasurer is authorized to issue a Request for Proposal to solicit investment banking firms interested in providing service to the University in financing the parking garage project; and

- FURTHER RESOLVED that the Finance/Audit Committee is authorized to evaluate the results of the investment banking proposals submitted; accept a proposal or reject all proposals; and approve all financing plans on behalf of the full Board of Trustees. The Finance/Audit Committee shall inform the Board of its actions; and
- FURTHER RESOLVED that the President is authorized to request the Indiana Commission for Higher Education, the Indiana State Budget Committee, and the Governor of the State of Indiana to approve the parking garage project.

G. UPDATE ON CURRENT CONSTRUCTION PROJECTS

Mr. Huber called on Vice President Ruble, who introduced Steve Helfrich, director of facilities operations and planning, to report on current construction projects.

Mr. Helfrich reported that the Science and Education Center, with the exception of the greenhouse, is complete. The greenhouse completion is expected within a few weeks. Several other minor completion projects are all that remain on the project.

He reported that construction on Ruston Hall is progressing well and on schedule.

As reported in the Finance/Audit Committee report, the bids were approved for the construction of the lake and Mr. Helfrich reported that construction should begin soon.

SECTION III – PERSONNEL MATTERS

A. APPROVAL OF PERSONNEL ACTION

Mr. Huber called on Provost Bennett, who presented recommendations for early retirement and emeritus status for Linda O. Matheson. On a motion by Mr. Will, seconded by Mr. Hoehn, the following personnel actions <u>were approved</u>.

1. Early Retirement

Program Director and Assistant Professor of Dental Assisting Linda O. Matheson, in accordance with the early retirement policy, has requested early retirement effective June 30, 2004, including leave with pay for the period January 1, 2004, through June 30, 2004. Severance pay based on 15.5 years of service to the University will be paid as of June 30, 2004.

2. Emeritus Status

It is recommended that the following faculty member be retired officially with the effective date shown and that the appropriate emeritus title, as indicated be conferred:

Program Director and Assistant Professor Emerita of Dental Assisting Linda O. Matheson 15.5 years at USI, effective June 30, 2004

There being no further business, the meeting adjourned at 3:50 p.m.

Respectfully submitted,

Bruce

Louise S. Bruce Secretary

University of Southern Indiana

Parking Garage Project Summary

August 29, 2003

The University of Southern Indiana proposes construction of a 200-space parking garage west of and attached to the University Center near Carter Hall. The parking garage will replace a surface parking lot which will be lost when the new library is constructed, and will address the University's overall need for additional parking.

The existing Security Building will be removed as a part of this project and the footprint of the parking garage will extend over the former Security Building. Replacement space for the Security Office will be provided on the ground level of the parking garage.

The garage also will house an emergency generator and a trash disposal facility for the University Center.

The cost of adding the Security Office, the emergency generator, and the trash disposal facility to this project is estimated at \$1,000,000. The total project cost is \$4,000,000.

\$3,000,000	200 parking spaces @ \$15,000 each
600,000	Security Office: 4,000 gross square feet @ \$150/gsf
200,000	Emergency generator (equipment and building)
<u>200,000</u>	Trash disposal facility (compactor, dumpster area)
\$4,000,000	

Because of its central campus location, the parking garage will require an exterior finish that will closely resemble existing academic buildings. Extending at least three floors high, the new facility will also screen the view of the physical plant's chilled water tower from much of campus.

The funding plan is as follows:

\$3,000,000	Bonding authority (debt service paid by parking system)
600,000	University reserves
400,000	University Center reserves
\$4,000,000	



